

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

**DETERMINATION AND FINDINGS FOR
A SOLE SOURCE CONTRACT**

CONTRACT NO.: DCRL-2018-R-0036
CAPTION: Technical Assistance – Project Connect
PROPOSED CONTRACTOR: Children's Friend and Service
PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (District, CFSA or Agency) requires the Contractor to provide training, technical assistance, and coaching to newly hired CFSA employees. The Contractor shall provide technical assistance for the Project Connect welfare services model to this class of employees.

3. ESTIMATED REASONABLE PRICE:

\$55,000.00

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- (a) The proposed provider, Children's Friend offers a wide array of flexible, effective, and culturally relevant services that support and strengthen families and communities. Their staff provides services to help over 31,488 individuals annually. These services range from family counseling and crisis intervention to Early Head Start and child care programs.
- (b) Children's Friend is a non-profit organization, and statewide leader in serving vulnerable children and families. Through the development of innovative programs and collaboration with other public and private agencies, Children's Friend provides a comprehensive array of social services that strengthen families and support the healthy development of children.

- (c) The proposed provider is aware of the services to be provided, is capable of performing services, and has performed in this capacity before.
- (d) Due to the nature of the Title IV-E waiver demonstration project, this service is needed to ensure the well-being of the children of the District of Columbia.
- (e) A market survey was performed by attempting to locate providers that offer these services for the Project Connect model in the DC Metropolitan area. There are currently no contractors in the area providing these services.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

Date

Brenda Donald
Director

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Tara Sigamoni
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Procurement Officer